



Tennessee State Board of Cosmetology
500 James Robertson Parkway
Nashville, Tennessee 37243-1147

**PLEASE READ ALL INFORMATION
AND INSTRUCTIONS**

ID number

XACT number

COSMETOLOGY SCHOOL LICENSE APPLICATION

✓ Check Type of Application: ☐ New School ☐ Change of Location ☐ Change of Ownership ☐ Change of Name
\$300.00 \$175.00 \$175.00 \$10.00

Name of School: _____

Address: _____

Owner(s): _____ Personal or Corporate: _____

Manager: _____ ID number: _____

Previous Owner(s): _____

Previous Address: _____

Proposed Days and Hours of Operation: _____

Date Ready for Inspection: _____

Senior Instructors:	ID #	Junior Instructors:	ID#
_____	_____	_____	_____
_____	_____	_____	_____

STATE OF TENNESSEE __ ss:

I hereby swear or affirm that the statements on this form are true and accurate to the best of my knowledge and belief.

SIGNATURE OF APPLICANT

Subscribed in my presence and sworn to before me, this _____ day of _____, 1 _____

My commission expires _____

NOTARY PUBLIC

FOR BOARD USE ONLY

APPROVED BY BOARD: _____

DATE OF BOARD MEETING

INSPECTED BY: _____

BOARD MEMBER

FIELD REPRESENTATIVE

20-43001-24000-02

DIRECTIONS:
It is unlawful for any person, firm or corporation to operate a school without conspicuously displaying a valid license. All requirements stated in T.C.A. section—62-4-120 must be met. Please submit to the Board the following:

- 1. A completed, notarized application, accompanied by the required fee.
- 2. A proposed floor plan that shall contain at least 2200 square feet of instructional floor space, including an enclosed classroom for theory instruction.
- 3. Proposed days and hours of operation, and a copy of the course curriculum.
- 4. A surety bond executed by the applicant and a surety company authorized to do business in the state of TENNESSEE in the amount of five thousand dollars (\$5,000). In lieu of the surety bond, a federally insured certificate of deposit issued by any financial institution in this state in an amount not less than five thousand dollars (\$5,000), may be filed with the Board; or an irrevocable letter of credit issued by any federally insured bank or savings and loan association in an amount not less than five thousand dollars (\$5,000).
- 5. True and exact copies of applications from twenty students (not including students transferring from another school, instructor trainees, or junior instructors) who will enroll and attend school as per contract. Twenty completely equipped work stations must also be provided.

SCHOOL OF COSMETOLOGY
SURETY BOND

STATE OF TENNESSEE
COUNTY OF _____ BOND # _____
KNOW ALL MEN BY THESE PRESENTS:

That I (we) _____
as Principal, and _____
as Surety, are held and firmly bound unto the State of Tennessee in the penal sum of five thousand dollars (\$5,000), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the obligation is that whereas Principal has filed an application (pursuant to Tennessee Code Annotated, Section 62-4-120) for a certificate of registration to conduct _____, a school of cosmetology in the State of Tennessee;

NOW, THEREFORE, upon the issuance of such certificate of registration to the Principal shall afford to each student enrolled at the above-named school the full course of instruction required under TENNESSEE CODE ANNOTATED, Title 62, Chapter 4, or shall refund the proportionate amount of tuition paid by the student in lieu of any instruction not so afforded, then this obligation shall be void; otherwise, the same shall remain in effect for a period commencing on the _____ day of _____, 19____, and ending on the first day of September, 19____, unless renewed by continuation certificate.

The Surety may terminate this bond at any time by a written notice served upon or sent by certified mail to the Tennessee Board of Cosmetology, 500 James Robertson Parkway, Nashville, Tennessee, 37243-1147, at least thirty (30) days prior to the effective date of the termination; provided, however, that such termination shall not release the Surety from any liability existing hereunder on such date of termination.

Dated this _____ day of _____ 19____.

Principal _____ Surety _____
By: _____ By: _____

Signed and acknowledged by Surety's agent,

_____ before me this _____ day of _____, 19____.

Notary Public: _____ My commission expires _____

ALL SCHOOLS MUST ABIDE BY THE FOLLOWING RULES AND REGULATIONS:

1. Prior to the opening of a new school, the school must pass an initial inspection by at least one (1) member of the Board, and one (1) inspector. The school must fulfill any conditions stipulated by the Board.
2. **All new schools must remain closed to the public for ninety (90) days.**
3. The school must employ at least:
 - A. One (1) licensed instructor, where the enrollment is twenty students.
 - B. Two (2) licensed instructors, or one (1) licensed instructor and one junior instructor who has not been employed as such for more than three years, where the enrollment is greater than twenty but not greater than forty students.
4. Every school of cosmetology shall:
 - A. Publish readily available and clearly expressed admission policies and requirements.
 - B. Provide to prospective students (before enrollment) published materials which explain requirements for licensure as a cosmetologist, manicurist, instructor, shampoo technician, natural hair stylist, or aesthetician in the State of Tennessee.
 - C. Give a receipt to any student from whom money is collected by authorized school personnel.
 - D. Submit to the office of the Board, on the prescribed form, a monthly progress report on each student enrolled. The monthly reports must be received no later than the tenth (10th) of each month for the previous month's hours of instruction. If reports are not submitted by this date, a penalty set by the Board will be issued for violation of this rule.
5. Every school of cosmetology shall maintain documentation of age and education in each student's file which indicates eligibility for enrollment under the terms of T.C.A. section 62-4-122(a).
 - A. Every enrollment of a student in a school of cosmetology shall be evidenced by a written enrollment agreement which clearly details the rights and obligations of both parties.
 - B. The school shall furnish an executed copy of the enrollment agreement; and maintain a copy of the agreement in the student's file.
6. Every student enrollment agreement shall:
 - A. Be signed and dated by the student and an authorized representative of the school.
 - B. Specify the number of clock hours in the course instruction and an approximate number of weeks or months required for completion.
 - C. Identify all costs and charges which the student must bear.
 - D. Indicate any grounds for termination of a student by the school.
 - E. State in clear and understandable language the school's refund policy.
 - F. List any special conditions or requirements for graduation.
 - G. Contain an acknowledgment that the student has read the agreement before making any payments.
7. All documentation and agreements required under this rule shall be available for inspection by members or inspectors of the Board during business hours.
8. Each student, with school assistance, shall be required to have a complete kit for a course in cosmetology after two hundred (200) hours of enrollment. Each student, with school assistance, shall be required to have a complete kit for a course in manicuring after 100 hours of enrollment. Each student, with school assistance, shall be required to have a complete kit for a course in aesthetics after one hundred fifty (150) hours. Each student, with school assistance, shall be required to have a complete kit for a course in shampooing after fifty (50) hours of enrollment. Each student, with school assistance, shall be required to have a complete kit for a course in natural hair styling after fifty (50) hours of enrollment.
9. Each school shall conspicuously display within the clinic area a sign which shall read as follows:

"ALL SERVICES IN THIS SCHOOL PERFORMED BY STUDENTS ONLY."
10. All students in a school of cosmetology must wear a uniform prescribed by the school. All instructors must wear name tag with identification number.

EACH SCHOOL SHALL DISPLAY AT ITS ENTRANCE A SIGN OF SUFFICIENT SIZE TO BE CLEARLY VISIBLE FROM THE STREET, INDICATING THAT IT IS A SCHOOL.

POLICY ON THE A.I.D.S. VIRUS

In response to many inquiries regarding the policy for dealing with students, cosmetologists, or patrons infected with the AIDS virus, the Board feels it necessary to set forth guidelines regarding this sensitive subject.

Since the AIDS virus is not transmitted through casual contact, the same precautions apply to those infected as those who are not infected. Transmission of the virus occurs through sexual contact with someone infected with the AIDS virus, by sharing contaminated needles and syringes, and from HIV-infected mothers to their infants at or before birth. Testing of donated blood for HIV antibodies has greatly reduced the risk of infection from a blood transfusion.

When nicks and cuts occur, the wound should be washed with an antiseptic, stop the flow of blood, cover the area with a bandage to prevent infection and further protect it with a finger cot with gloves until the wound has healed. All implements involved must be sterilized prior to re-use.

Since many different disease-causing agents besides HIV live in blood, it makes sense to clean blood spills immediately. Use a common cleanser or fresh mixture of 1 part bleach and 10 parts water. HIV dies very quickly outside the body and is easily killed, even with hot water and soap.

In cases of chapped, abraded, weeping or dermastic skin, gloves should be worn to protect the condition and prevent release of body fluids. Gloves must be discarded after each service is completed and not re-used.

If an AIDS infected person exhibits obvious open sores, Rule 0440-1-2-.12 of the Cosmetology Rules and Regulations regarding communicable diseases applies and the infected person must be excused until a doctor's release is obtained. This rule also applies to those infected with any contagious disease such as measles, mumps, etc., and infectious conditions such as head lice or contagious skin diseases.

THE FOLLOWING INFORMATION IS PROVIDED ON BEHALF OF THE U.S. DEPARTMENT OF JUSTICE, CIVIL RIGHTS DIVISION, OFFICE ON THE AMERICANS WITH DISABILITIES ACT (Title II, U.S. Code).

New Construction and Alterations

- * Public entities must ensure that newly constructed buildings and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.
- * When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.
- * The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between two technical standards for accessible design: The Uniform Federal Accessibility Standard (UFAS), established under the Architectural Barriers Act, or the Americans with Disabilities Act Accessibility Guidelines, adopted by the Department of Justice for places of public accommodation and commercial facilities covered by Title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by Title II.

For information concerning the requirements of The American With Disabilities Act, contact your local building codes office.